

FTC-VII-6

System name:

Information Retrieval and Indexing System -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.
Categories of individuals covered by the system:

Individuals, including those who at the time the records are added to the system are Commission employees and others, who have written documents contained in Commission files.

Categories of records in the system:

Name of author and documents written by that individual.

Authority for maintenance of the system:

Federal Trade Commission Act.

Purpose(s):

To provide staff with access to individual documents that are needed for legal and economic research activities of the Commission and to provide the public with access to individual documents outlining the actions and considerations of the Commission, individual Commissioners, and the staff.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to the disclosures generally permitted under 5 *U.S.C. 552a(b)*, records or information in these records may be specifically disclosed pursuant to 5 *U.S.C. 552a(b)(3)* as described in Appendix I of this notice, provided that no routine use specified therein shall be construed to limit or waive any other routine use.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored on magnetic disks and tape and on microfiche.

Retrievability:

Indexed by author of the document.

Safeguards:

Access to nonpublic documents restricted, through the use of "user id" and password combination, to agency personnel whose responsibilities require access. Access to other documents available to the public.

Retention and disposal:

Records are retained indefinitely.

System manager and address:

Supervisor, Information Management Branch, Information Management & Dissemination Division, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; record access procedure; and contesting record procedure:

See Appendix II.

Record source categories:

FTC employees and others who submit documents to the Commission.

System exempted from certain provisions of the act:

Records contained in this system that have been placed on the FTC Public Record are available upon request. However, pursuant to 5 *U.S.C.* 552a(k)(2), records in this system, which reflect records that are contained in other systems of records that are designated as exempt, are exempt from the requirements of subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 *U.S.C.* 552a. See § 4.13(m) of the FTC Rules of Practice, 16 CFR 4.13(m).